

## RQ CONSTRUCTION, LLC

### Job Description

Position Title:	Project Manager (PM)
Department:	Operations
Type of Position:	Full-time
FLSA Status:	Exempt
Report Structure:	Reports to the Project Executive (PX). The direct report(s) to this position are the APM and/or PE(s), though all assigned project team members, including Superintendent, QC Manager, Safety Manager, Asst. Super, and Field Administrator are functionally under the supervision of the PM.

### GENERAL SUMMARY/ESSENTIAL PURPOSE:

This position is responsible for leading all aspects and phases of a project from conceptual design to final completion in support of RQ's Mission, Vision, and Values. The Project Manager may be responsible for managing more than one project at a time.

### COMPETENCIES REQUIRED:

- **Design Management** - Ensures that design consultants have the information and supply chain partners on board that are needed to successfully complete design. Manages design opportunities through constructability reviews and cost management strategies. Demonstrates the ability to gain buy-in from client on most effective design.
- **Budget Control** - Ability to know and manage costs through design, as well as through the construction. Seeks to improve margins over bid day expectations. Ability to report transparently, but also able to forecast granularly and accurately.
- **Construction Knowledge** - Knows means and methods of construction and trade knowledge well enough to produce effective project strategies and maintain subcontractor/consultant accountability.
- **Client Change Order (CO) Management** - Maintains appropriate knowledge of RFP, project, costs, etc. to allow for positive client management and document control, in adherence with the required CO process. Establishes and maintains good client relations, good "selling," and documentation.
- **Document Control** - Manages document control systems by ensuring required design and construction documentation is gathered, processed, and submitted throughout the conceptual, preconstruction, building, and close-out phases of a project in accordance with RQ protocol.
- **Engagement with Safety** - Leads in developing, supporting, and implementing jobsite security and safety programs for each project with the support of the Superintendent, the Site Safety and Health Officer, and the corporate Safety department.
- **Engagement with QC** - Leads in developing, supporting, and implementing the project quality

control program for each project with the support of the QC Manager.

- **Buyout** - Develops a job specific buyout strategy. Executes buyout strategy through analysis of subcontractor bids, to ensure coverage and compliance with project requirements, support of the project schedule, and optimum cost control.
- **Subcontractor Management** - Holds subcontractor accountable to their scope and requirements according to their contract with performance optimization and the fostering of relationships in mind.
- **Viewpoint Expertise** - Mastery of Viewpoint to ensure adherence with process and procedure.
- **P6 Expertise** - Ability to develop, comprehend, communicate, and strategically manage the project schedule in P6.
- **Schedule Management** - Creates/Tracks/Updates the master integrated project schedule in accordance with the RQ scheduling protocol and systems. Maintains strategic planning and sequencing and re-planning throughout the project, including updates, impacts, timely notifications, etc. Oversees the actions of the independent scheduler (when applicable).
- **Knowledge of Environmental Compliance** - Understands the requirements and processes, including LEED, SWPPP, hazardous materials, wildlife, etc.
- **Knowledge and Implementation of DoD and Basic Requirements** - Knows the applicable level of information about the DoD and Base needed to effectively lead and manage project and team.
- **Stakeholder Focus** - Develops and maintains effective and strategic working relationships with others. Treats customers, the public, subcontractors, sub-consultants, and our own staff with courtesy, respect, dignity, fairness, honesty, and presents a positive public image. Handles emotions of self and others well, maintains self-confidence, and controls emotional reactions.
- **Leadership** - Conducts one's self with empathy and self-awareness, motivating, influencing, and aligning a team toward a vision and/or goal. Takes initiative on behalf of others with good judgment. Leads by example.
- **Supervision/Management** - Works with people, communicating, developing, correcting, rewarding, making personnel decisions, and obtaining quality performance from team members.
- **Initiative** - Thinks ahead to anticipate future needs and opportunities. Identifies problems, obstacles, or opportunities and takes action to address issues. Executes duties without reminders. Does tasks that need to be done without direction (as applicable). Takes initiative on the behalf of others.
- **Project Strategies** - Identifies and manages opportunity, while mitigating risk on a project.
- **Effective Team Member** - Works and communicates effectively with colleagues and work teams; developing effective working relationships, facilitating groups, and communicating effectively with a wide variety of individuals and audiences.
- **Staff Development** - Ensures that team members have a personal development plan (PDP) that support company direction and targets, need to be achievable, and tied to a department plan and budget. The PDP also should show care for the individual and support for project(s) and /or corporate succession.



## PRINCIPAL DUTIES AND RESPONSIBILITIES:

### Conceptual and Preconstruction Phases - 25% of Time (Variable)

1. Responsible for developing cost controls and tracking of project costs.
2. Maintains command of project requirements (e.g., RFP, specifications, plans, etc.) to collaboratively develop strategic approaches to a project, determine construction requirements, to plan procedures, to ensure safety features (temporary and permanent) are incorporated from the beginning of a project, to educate the team, and to ensure team training with project requirements.
3. Develops a job specific buyout strategy. Executes buyout strategy through analysis of subcontractor bids, to ensure coverage and compliance with project requirements.
4. Manages the Add/Deduct or Clarification/Deviation list.
5. Maintains a proficiency in negotiation and dispute resolution and assists with the development of such skills with direct reports.
6. Leads the consultations with appropriate stakeholders regarding project proposals, schedules, strategies, submittal procedures, small business goals, building system design, safety, LEED requirements, etc. to ensure quality conceptual design and construction methods meet or exceed requirements of RFP, proposal, and Corporate objectives.
7. Collaborates with the DPM on design submittals, constructability reviews, cost management, quality control, and approval processes.
8. Creates the master integrated project schedule through collaboration with DPM, Superintendent, critical subcontractors, and the PX and in accordance with the RQ scheduling protocol and systems.
9. Oversees the cash flow of assigned project, including owner pay applications and payment status, subcontractor/consultant payments.
10. Collaborates with the DPM to facilitate the flow of design information amongst all project team members.
11. Demonstrates a developing understanding of owner contract and subcontractor boilerplate requirements (FARs, subcontract exhibits, etc.).
12. Responsible for the transition of the project estimate from Estimating to the collaborative creation of the actual project budget ensuring detail to allow for job cost tracking and performance throughout the duration of a project.
13. Collaborates with DPM in development of the design schedule.

14. Coordinates with stakeholders in development of a strategic plan for BIM/VDC requirements, as applicable.<sup>1</sup>
15. Assists in Estimating and/or proposal processes.

### Construction and Closeout Phases - 35% of Time (Variable)

16. Assumes responsibility for all required project cost reporting to stakeholders (e.g., WIP reporting, additional job cost information, etc.), including ongoing management job cost through tracking, projecting, and making appropriate changes as needed.
17. Takes appropriate actions to deal with project impacts, incorporates the results into updating project budgets and timelines, and notifies the owner in accordance with RFP requirements.
18. Manages document control systems by ensuring required design and construction documentation is gathered, processed, and submitted throughout the conceptual, preconstruction, building, and close-out phases of a project in accordance with RQ protocol (e.g., change orders, RFIs, ASIs, submittals, drawing logs, warranties, certificates, Red Zone reports/documentation, LEED documentation, As-Builts, etc.).
19. Leads communication with stakeholders on issues and makes recommendations for resolution or process improvement opportunities.
20. Manages and implements subcontract agreements with knowledge of scope and agreed to terms.
21. Assumes responsibility for the master scheduling process, including upfront collaboration with all stakeholders (PX, DPM, Super, subcontractors, etc.), the integration of production management/Look Ahead process, and assures appropriate and timely updates and communication thereof.
22. Conducts daily on-site observations of work during construction to monitor compliance with safety and quality control, as well as overall project status.
23. Represents RQ by promoting positive public relations and stakeholder relationships at official functions, at jobsites, in meetings, through consultant or subcontractors meetings, etc.
24. Leads in developing, supporting, and implementing jobsite security, quality control, and safety programs for each project with the support of the Superintendent and the Safety and QC departments.
25. Identifies weekly/monthly administrative schedule updates and any necessary documentation for time impacts.
26. Evaluates construction means and methods for cost effectiveness.

27. Incorporates overall company strategy and initiatives into project(s), while monitoring compliance and needs of the project.
28. Implements strategies for achieving all small business participation goals on all assigned projects, while maintaining strict compliance with RQ's Small Business Program.
29. Implements construction processes, procedures, standards, prepares reports, and initiative methods for process improvement in both design and construction in conjunction with department and corporate goals.

### Project Team Management - 40% of Time (Variable)

30. Maintains intimate working knowledge of required Contract Documents, RFP, Issued for Construction (IFC) documents, proposal, and other applicable documents to determine appropriate conceptual and construction methods. Assigns roles and responsibilities of all team members within a project and ensures quality standards, deadlines, proper procedures, and roles and responsibilities of team members are adhered to throughout the duration of a project.
31. Responsible for driving and managing project defined goals.
32. Enhances RQ's corporate image through professional presentation of jobsite, setup, vehicles, personnel, etc. in compliance with RQ standards.
33. Manages contacts with subcontractors, vendors, etc. in an effort to establish and build strategic relationships that may produce possible partnerships or business opportunities for the future of the company.
34. Collaborates with Safety Officer, QC Manager, and Superintendent on incidents or deficiencies to determine cause, implement corrective actions and training, and report incidents, as required, to both internal and external stakeholders.
35. Leads and manages the job performance of project team members by conducting the following: on-boarding, training, instructing, coaching, and mentoring employees in job duties, construction means and methods, and company policies; Goals and Control, performance, and personal development; identifying causes and issues in employee performance, and recommending appropriate personnel action in conjunction with assigned PX.
36. Leads and facilitates all project team meetings providing direction to and follow-up with team members as needed.
37. Leverages experience, intuition, collaboration, and RQ lessons learned to drive and apply good management decisions. Logs lessons learned in defined Lessons Learned database.
38. Participates as an active member of the Corporate Operations team, recognizing opportunities through innovation and the willingness to accept ideas, provides suggestions for process improvement in both design and construction, applies improved

processes to future projects, and models this behavior for other team members.

39. Responsible for monitoring and initiating active steps forward to implementing individual Personal Development Plan (PDP).
40. Performs other duties as assigned and agreed upon with supervisor.<sup>1</sup>  
Total Time = 100%

**QUALIFICATIONS: (Knowledge, skills, abilities, and other characteristics needed to perform job)**

- Knowledge of building and construction materials, methods, systems, documentation, terminology, and the tools involved in the construction, repair, or remodeling of buildings and other structures to assist in design development and construction implementation.
- Knowledge of administrative and management principles involved in strategic planning, resource allocation, human resources modeling, leadership vs. management technique, constructive feedback, production methods, and coordination of people and resources.
- Knowledge of principles and processes for providing customer and personal services, including client (e.g., government, private, public, etc.), client needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of practical application of building engineering science and technology. This includes applying principles, techniques, and procedures toward the design and production of buildings and structures.
- Knowledge of design techniques, phases, tools, theories, and principles involved in the production and submittal of plans, drawings, models, and specifications.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar to assist in technical and business writing.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective safety operations for the protection of people, property, and structures.
- Knowledge of economic and accounting principles and practices, the analysis and reporting of financial data, the use of arithmetic and algebra and their applications to design and construction production.
- Knowledge of principles and procedures for personnel training, labor relations and negotiation, and personnel information systems.
- Knowledge of laws, legal codes, and government regulations to assist with compliance and regulatory practices.

---

<sup>1</sup> This is considered a marginal function as defined by the Americans with Disabilities Act, meaning: 1) It is not one of the primary reasons that the position exists, 2) It does not require expertise to perform, and 3) There are other employees available who could perform the function, if needed. This duty is still required to be performed in this role, however.

- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of project structures.
- Knowledge of principles and methods for training design, teaching and instruction for individuals and groups, and the measurement of training effects to assist in promoting the development of all team members.
- Demonstrates complex problem solving and critical thinking skills to facilitate alternative/innovative solution identification, implementation, and monitoring that is creative and original.
- Demonstrates time management skills to facilitate the management of personal, team, project, and corporate objectives.
- Demonstrates active listening and learning by giving full attention to what others are saying, taking time to understand the points being made, asking questions as appropriate, and applying newly acquired information to both current and future problem-solving and decision-making.
- Demonstrates the management of personnel resources by motivating, developing, coaching, and directing team members as they work and identifying the best people for the job.
- Demonstrates to others public speaking and writing skills to convey information effectively, whether individually or in group settings.
- Demonstrates coordination and monitoring skills, to assist in adjusting project actions in relation to others' actions and to assist in monitoring/assessing performance of oneself, other team members, or organizational members to make improvement or recommend corrective action.
- Demonstrates negotiation skills to bring others together and reconciling differences.
- Demonstrates judgment and decision making skills in determining the relative costs and benefits of potential actions on a project, team member, etc., and to choose the most appropriate option.
- Demonstrates the management of financial resources by determining how money will be spent to get the work done, in conjunction with the Superintendent, PA, and PX, and accurately accounting for expenditures on a project.
- Demonstrates reading comprehension skills to facilitate the understanding of work related documents, answering inquiries regarding design/build practices, and incorporating the implications of new information into design, documentation, construction, and close-out processes.
- Demonstrates social perceptiveness skills by being aware of others' reactions and understanding why they react as they do and incorporating those reactions into personnel management.
- Demonstrates building systems analysis and evaluation skills to assist in determining how a system should work relative to project goals and how corrective action, changes in conditions, operations, and the environment will affect the outcomes and overall



performance of the system and the project.

- Ability to comprehend and follow written and oral instructions to assist in communicating information and ideas in a way that others will clearly understand.
- Ability to foresee and prevent or resolve issues through problem sensitivity and identification.
- Ability to deductively apply general rules to specific project problems.
- Ability to organize project information by arranging things, actions, or processes in a certain order according to specific rules or set of rules for a given project.
- Ability to use Microsoft Office (Word, Excel, Outlook, Powerpoint, etc.) and the Internet to assist in completing various administrative aspects of the position.
- Ability to operate various project management software (Primavera, Viewpoint, etc.) to assist in managing the schedule and budget of a project.
- Demonstrates an understanding of the distinction between management and leadership and seeks to use both skills sets in the position.
- Demonstrates initiative to take action and a willingness to take on responsibilities and challenges.
- Demonstrates self-discipline and personal effectiveness in accomplishing corporate and project goals.
- Demonstrates a commitment to building project team trust and ensuring the provision of development opportunities for all members.
- Demonstrates consistent commitment to RQ's Mission, Vision, and Values.

#### EDUCATION & EXPERIENCE:

- A BA/BS degree in Engineering, Construction Management, or related field is the minimum formal education required for this position. A combination of equivalent work experience and training in the field may be qualifying.
- Two or more years' experience or equivalent in commercial project management required.
- Six or more years or equivalent work experience as a Project Engineer and Assistant Project Manager (or equivalent) in the construction industry required. Work experience in the design-build industry desired.
- Computer literacy (Microsoft Office – esp. Word, Excel, and PowerPoint, Outlook, Internet, etc.) required.
- Specific software literacy (Primavera 3/6, Viewpoint, BIM, Revit) preferred.
- CPR, First Aid, and OSHA 30-hour Certifications required. Training can be provided. STS certification preferred.
- LEED GA Credential or AP/AP+ preferred.



### WORKING CONDITIONS:

Working conditions are typical for an office environment in the corporate office.

While working on the jobsite, individuals will be outside on an active construction site, in a trailer with job site management team, and at clients' facilities. Job walks and inspections outdoors are required. Jobsite appropriate attire is necessary. Flexibility to work outside normal business hours and travel to project job sites will be required. Travel to job sites includes overnight travel and the possibility of relocation will be required.

Excellent individual performance is expected. Company goals will be realized through dedicated teamwork pursuing Company objectives.

### PHYSICAL DEMANDS:

May be required to lift up to 50 lbs. Requires basic office work, including sitting, walking, climbing stairs, kneeling, bending, and operating office equipment that is hand operated. Job site work will require exposure to the outdoors, some in extreme weather conditions, with limited physical requirements, including walking, climbing stairs, scaffolding, maneuvering around small obstacles, moving through cramped quarters, etc. Driving required – must have valid driver's license for three or more years; proof of automobile liability insurance required when driving personal vehicle.

### WITHHELD AUTHORITY:

Seeks supervisory approval from the PX for items described in the Contract Review and Signing Roles matrix; all project personnel changes; vacation, sick, and other leave for non-direct reports; vehicle, housing, and subsistence; staffing suggestions for new projects; travel for non-direct reports; seeking or acting on any legal action including termination of subcontractors (with a 48 hour notice required).

---

I have read and understand the essential requirements of this Job Description and have addressed any concerns or questions with the Project Executive. I understand that this Job Description may not cover all the duties and responsibilities I may be required to perform in my position. I also understand that this Job Description does not create an employment contract, implied or otherwise, and that RQ Construction, LLC is an "at-will" employer.